

Meeting Minutes  
AIChE Education Division Board Teleconference  
Friday, August 21, 2015  
12:00 PM Eastern Time

Participants: Ben Davis, Jason Keith, David Silverstein, Said AbuBakr, Matt Liberatore, Tim Anderson, Taryn Bayles, Don Visco, Christi Patton-Luks, Doug Ludlow, Dennis Bernhard, Margot Vigeant, Chip Howat, Shakeel Kadri

I. Approval of 10/8/14 and 6/15/15 Board Meeting Minutes (Davis)

Davis sent out the minutes of the 10/8/14 board teleconference and the 6/15/15 board meeting at the ASEE conference. Silverstein has been good about posting old minutes on the website as well: <http://www.engr.uky.edu/aicheed/Board/minutes.html>. The minutes were approved with minor changes (the membership report dates were fixed). The minutes were approved unanimously.

II. Financial Report (Davis)

Our current balance is \$7,831.77 as of June 2015. Last year at this time (June 2014) we had a balance of \$5,606.70 and we had \$4,916.66 in June 2013, so we're running pretty well in the black on a year to year basis.

Our 2014 revenue was from dues (\$1743.00), the banquet (\$2925.00), and interest (\$13.23). Our primary expenses in 2014 were for awards (\$250.00) and for the banquet (\$2494.90).

So far our only expense in 2015 has been the deposit for the banquet. We anticipate expenses from awards (honoraria, plaques), sponsoring a poster session event at the annual meeting (\$500.00), domain registration, sponsorship of the FFMP, and the banquet.

If anyone has suggestions for the 2016 budget, please let Davis know.

III. Programming Report (Bayles and Liberatore)

a. Fall 2015

29 sponsored and co-sponsored sessions scheduled for the fall. Bayles got requests to co-sponsor more sessions. We should be all set for programming for the annual meeting. We've had good responses from session chairs and have many papers uploaded. We're advertising for Sunday sessions for students.

IV. Future Faculty Committee Report (AbuBakr)

Kline will advertise for the program (more mentees) through the preparing future faculty session.

#### V. Membership Report (Patton-Luks and Anderson)

We met our goal for membership for the year of 250 members! (270 current members). Members are down from the last report because of undergraduates lapsing (3455 to 936). We have 58 industrial members which is a good number to track.

##### AICHE Education Division Membership Report

Prepared by Christi Patton Luks on 8/20/2015

The numbers shown are as of 8/18/2015. The numbers crossed out were from 6/10/2015

The report lists 936 ~~3455~~ current members; 270 current members not including undergraduates (Compare to 189 in October 2013, 187 in June 2013, 181 Nov 2012, 169 Nov 2011)

243 ~~232~~ are renewals

262 ~~244~~ professionals (member, senior member or fellow)

8 ~~3~~ graduate students

We have met our goal of 250 professional members this year!

Of the 270 professional/graduate student members:

45 ~~39~~ are international

64 ~~57~~ are female

27 ~~46~~ are new AIChE members

212 ~~176~~ academic

58 ~~56~~ industrial

33 ~~35~~ delinquent members at Fellow/Member/Sr Member grade

Of these 14 are international (no change)

#### VI. Awards Report (Ludlow)

We have two nominations for the Excellence in Engineering Education Award. Ludlow needs information about how to choose the award winners. Liberatore volunteered to help the awards committee. Anderson said he would bring up advertising for awards with the institute board. Keith will send Ludlow information on the awards review process.

#### VII. Banquet Update (Visco)

The banquet in Salt Lake City will be at Caffè Molise on Tuesday November 10<sup>th</sup> at 7:00 PM. The cost will be \$65.00. In the next week or so we'll advertise for the banquet through the division.

VIII. Committee/Liaison Updates (Bayles)

a. Course Survey (Silverstein and Vigeant)

The 2015 course survey is on Process Control. Silverstein has worked with Tom Edgar, the C+A committee, and CACChE on the survey instrument. The survey will be published on August 24. The session at the annual meeting will include talks from Tom Edgar and Joe Alford on where ChE is in process control education and the web content will include open discussion from the session.

We will include a similar survey for industry representatives to see if what we teach matches with their needs. Vigeant brought up that next year we may want to do a survey on the whole ChE curriculum holistically.

b. Body of Knowledge (Silverstein)

The BoK has been approved by the board and should appear on the website soon.

c. International (Liauw / AbuBakr)

AbuBakr is working on the International House sessions. It has five papers and is ready to go for the annual meeting

d. K-12 (Davis)

The outreach event around the annual meeting in 2014 was held on campus at Georgia Tech on Monday, 11/17 from 9:00 AM to 1:00 PM. Giselle Schlegel has organized the event for 100 gifted and talented middle school students and it went very well. Paula Hammond from MIT was the speaker during lunch. Students received a tour of the cleanroom in the building, hosted by Georgia Tech students. Tony Butterfield taught students about carbon capture and there were two other activities: one on PEG gel formation for tissue engineering and another where the students made their own lip gloss.

Davis has not heard anything yet about doing an event around the 2015 meeting in Salt Lake. Davis will reach out to Butterfield and Schlegel about that.

e. SACChE (Howat, Kadri, and Bernhard)

Dan Crawl is going to taking over as liaison to Education Division from SACChE (fellows council). CCPS Director Shakeel Kadri says thank you to the division for all

our work in educating students on process safety. CCPS will be holding a faculty workshop at the annual meeting on process safety. It will be a 1.5 day event, including a tour of the refinery and an all-day workshop on 11/8/15. In the last few months SACH content has increased a lot; over the next five years, there is a plan to add 35-40 new modules including translation to other languages. AbuBakr praised the workshops and content offered as very useful for him and his students.

f. CACH (Keith)

Keith was at the CACH meeting in Philadelphia and just finished his six year term as trustee.

g. SCC (Bayles)

Bayles has been in touch with Chuck Coronella about SCC; we may need to identify a new liaison for that. We moved the annual meeting sessions "Apps in Chemical Engineering" and "Research Experiences for Undergraduates" to Sunday and made sure they were advertised to undergraduate students. Bayles requested ideas for good connections to SCC.

IX. Newsletter (Keith)

If anyone has ideas for the newsletter, please send them to Evan Wujick or to Keith.

X. Other Business (Keith)

a. Institute Items (Bette Lawler via Keith)

Current issues include low prices for oil and its impact on the profession. Student members are at an all time high and overall membership is up.

XI. New Business

a. Recruiting for SME's (Silverstein)

AIChE Academy is in the process of recruiting subject matter experts for online courses. Silverstein suggested to them that the Education Division solicit SMEs that have experience in online courses or online teaching. The subjects of interest were Project Management, Process Safety, Instrumentation and Control, and Financial Analysis. The goal is to raise the profile of the division in contributing to institute-level educational offerings.

b. Elections (Visco)

Elections are underway at the moment. Silverstein sent out a reminder E-mail about voting recently. 103 votes have been cast so far. The candidates for second vice

chair are Tamara Floyd-Smith and Ben Davis. The candidates for Secretary/Treasurer are Katie Cadwell and J. Patrick Abulencia. The candidates for director are Suzanne Kresta and Polly Piergiovanni. Elections will close on 8/31/15 and terms will start at the end of November.

c. Division Website (Silverstein)

The education division website has been ported over to the AIChE standard format, which should make it easier for multiple users to update the site and provide content.

d. Domain Framework for BoK Document (Silverstein)

BoK is currently targeted to AIChE professional development, including foci on ChE subject areas. Silverstein is proposing to create new content with a focus on ChE students at time of graduation and the fundamental concepts they should have mastered. Davis said that support for this project would be good for the division and Bayles seconded that. The division board is in favor of providing a letter of support for this project.